



FM8 - Equipment Time Sheets
Created on Thursday, August 14, 2008

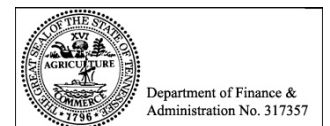


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Introduction

The Equipment Time Sheet module describes the processing flow and how to enter data on an equipment time sheet in the M5 system.

The **Equipment Time Sheet** frame allows you to store meter usages by unit and charge these usages to the account for which the unit was used as part of the billing process. The accounts entered on the time sheets are the expense accounts that will be charged for the unit's use on a project or job.

Processing Equipment Time Sheets

In the Processing Equipment Time Sheets lesson, you complete the following tasks:

- Understand the process flows of the equipment time sheet functionality in the M5 system
- Enter the applicable data on the time sheet for billing processing

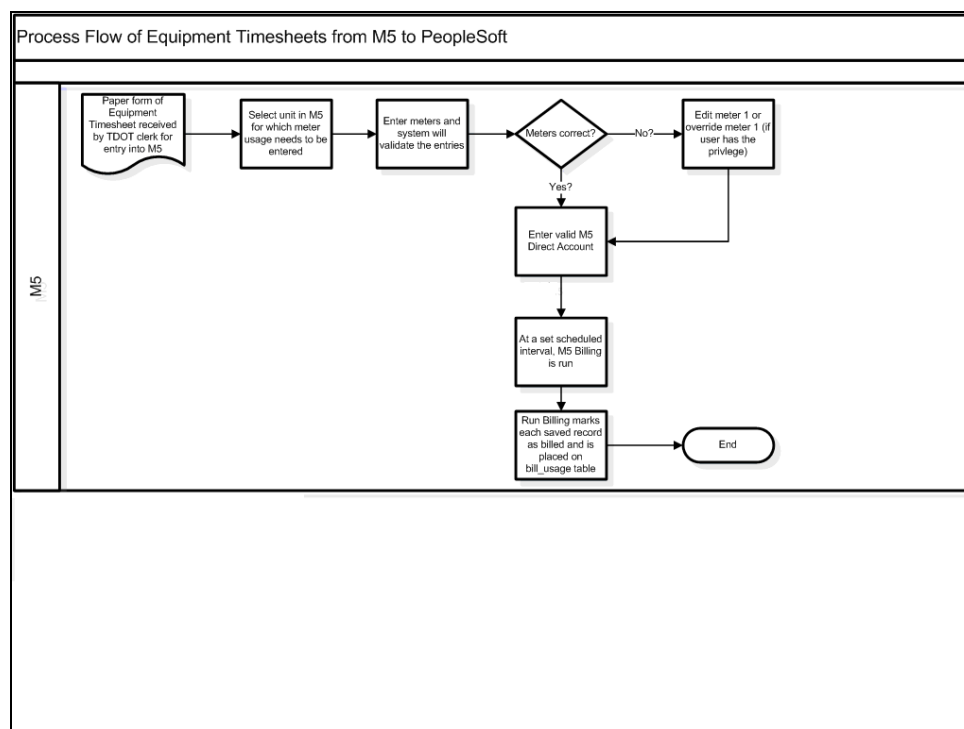
Understanding the Processing Flow

Within the **Equipment Time Sheet** frame, meter usage data is entered manually or it is interfaced from MMS to a billing table within M5. In the case of the State of Tennessee, meter data will be entered manually.

This topic will describe the process flow of entering these usages on the equipment time sheet.

Procedure

In this topic, you learn about the processing flow of equipment time sheets from M5 to PeopleSoft.



Step	Action
1.	The process begins with the TDOT clerk receiving a paper copy of the equipment time sheet.
2.	The TDOT clerk then selects the appropriate unit in M5 and enters the meter usage into the M5 system.
3.	When the meter usages are entered, the validation process runs in the M5 system. The clerk enters only the unit's primary meter data.
4.	If the meter is incorrect, the M5 system does not allow you to save the time sheet unless you override the meter or change the meter reading.
5.	After the system accepts the meter entry, the clerk must enter a valid direct account. Multiple entries can be entered for the same day, however, the meter information must be in sequential order.
6.	All entered data displays on the Equipment Time Sheet frame until the M5 billing process runs. After the billing process runs, the system marks the record as billed and the information is no longer displayed on the Equipment Time Sheet frame. The data is now available on the bill_usage table.
7.	Congratulations! You now know the processing flow of equipment time sheets from M5 to PeopleSoft. End of Procedure.

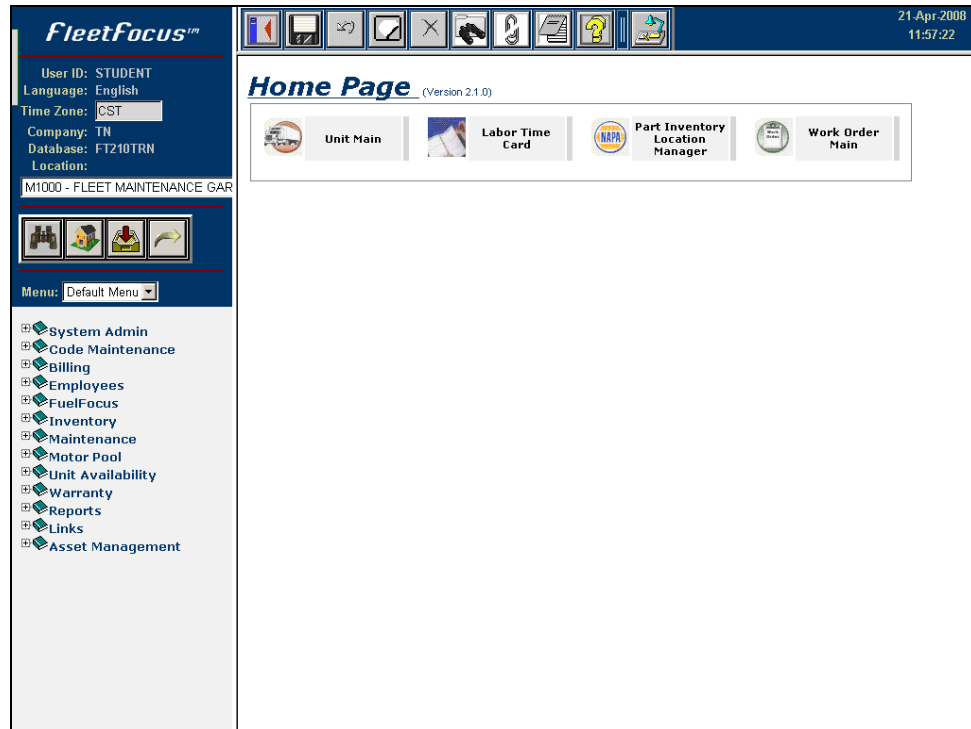
Entering Data on the Time Sheet

Field personnel will continue to complete equipment time sheets using paper forms. Once complete, these forms are sent to TDOT headquarters.

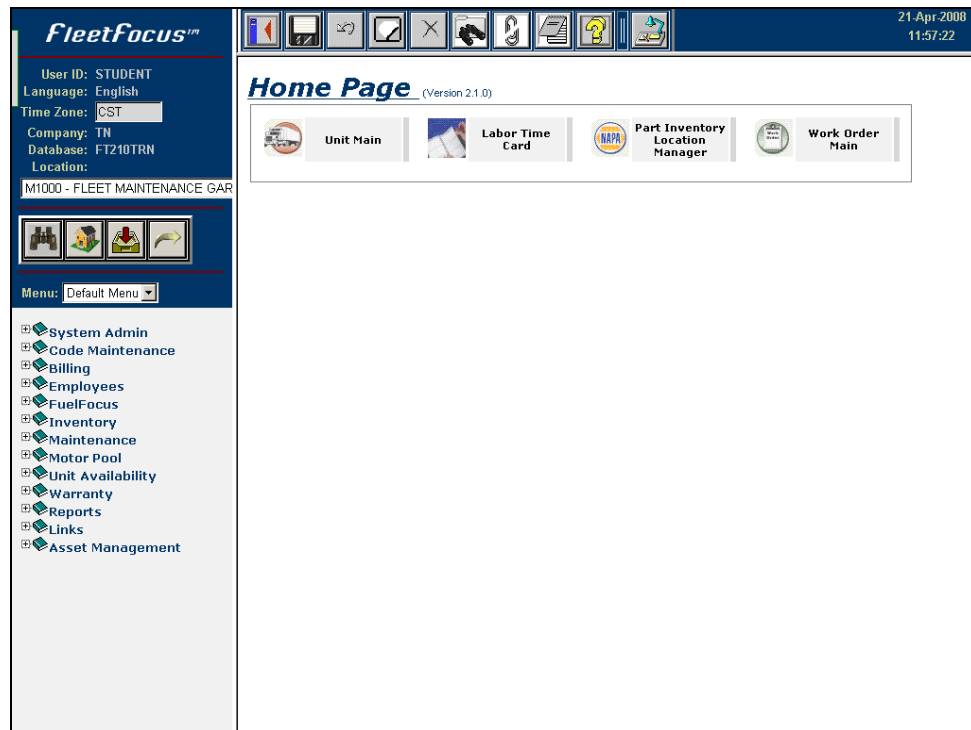
The TDOT clerks will manually key the information into the **Equipment Time Sheet** frame in the M5 system. This information will be used for tracking and reporting purposes.





Procedure

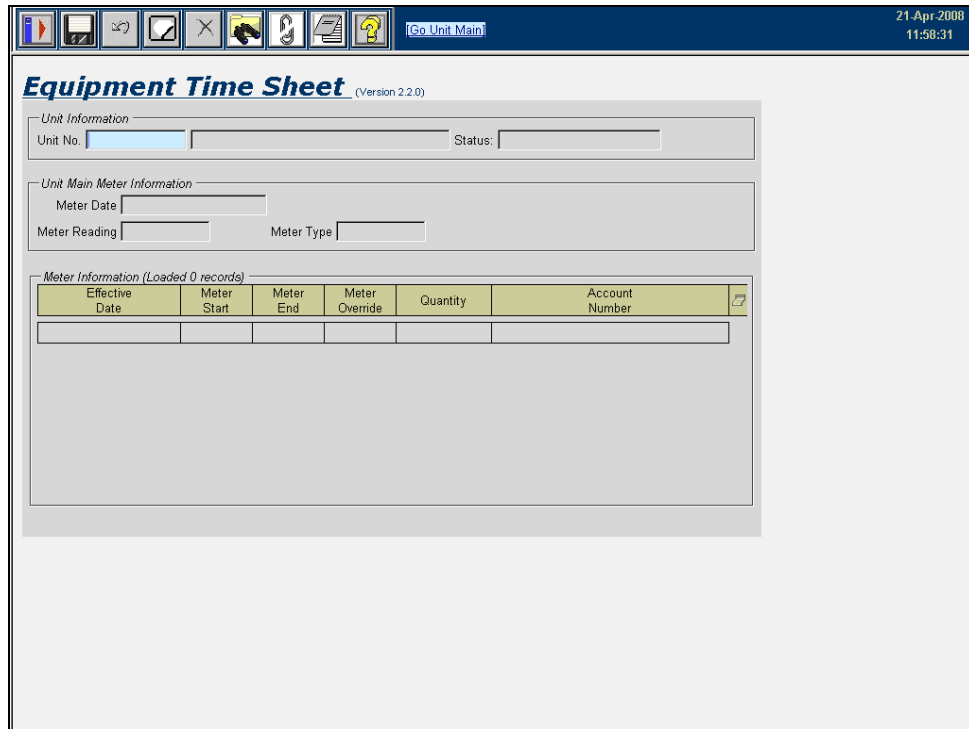
In this topic, you learn how to enter data on the **Equipment Time Sheet** frame.




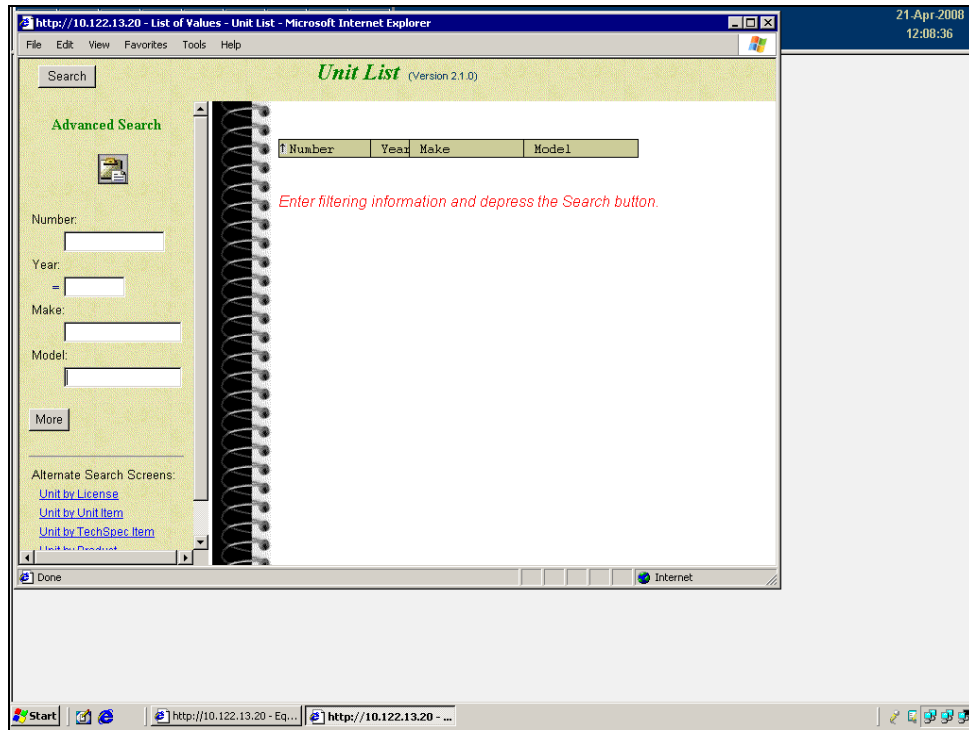
Step	Action
1.	In this scenario, you want to enter meter readings and usage for unit EQTD15 -- 2001 John Deere 1518 .
2.	To enter information, complete the following steps: <ol style="list-style-type: none"> 1. Navigate to the Equipment Time Sheet frame. 2. Search for the appropriate unit. 3. Enter the date, meter readings, and the account to which this usage will be charged. 4. Save the record.



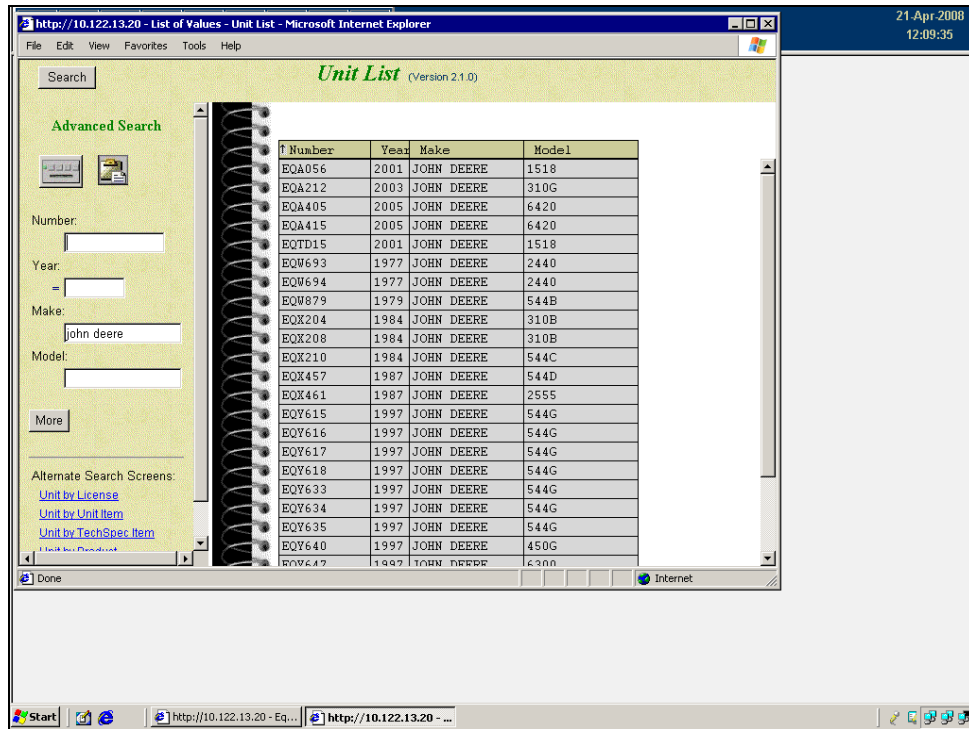
Step	Action
3.	Click the Asset Management button. 
4.	Click the Unit button. 
5.	Click the Equipment Time Sheet link. 
6.	Click the Hide Menu button. 



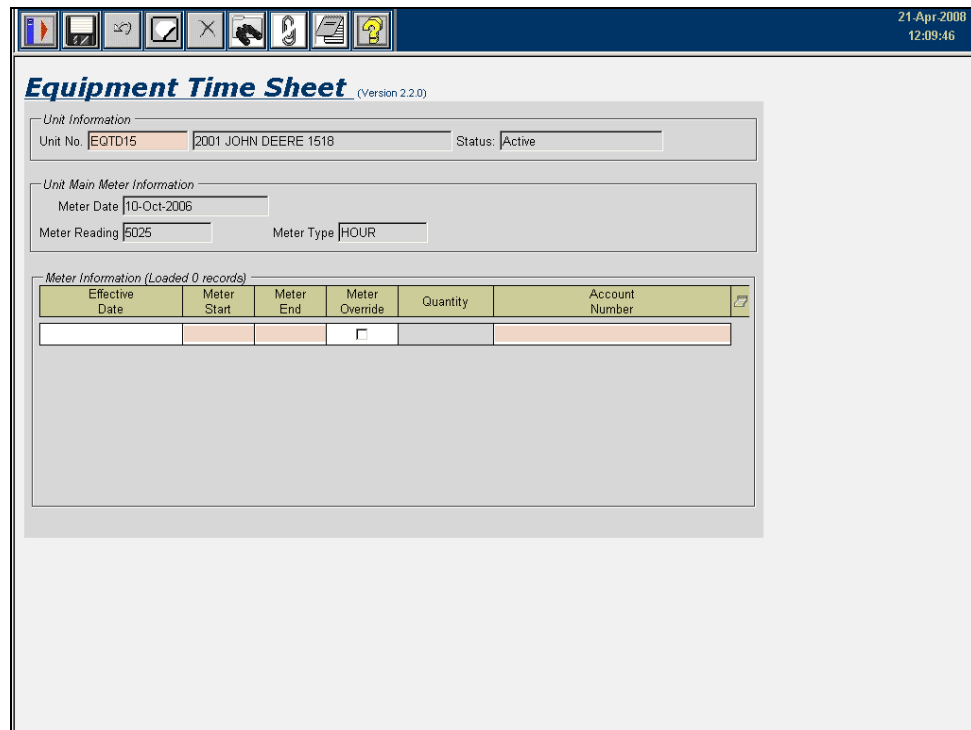
Step	Action
7.	<p>Double-click in the Unit No. field.</p> <p>If you know the unit number, you can just type it in this field.</p> 





Step	Action
8.	Click in the Make field. <input type="text"/>
9.	Enter the desired information into the Make field. Enter " john deere ".
10.	Click the Search button. <input type="button" value="Search"/>

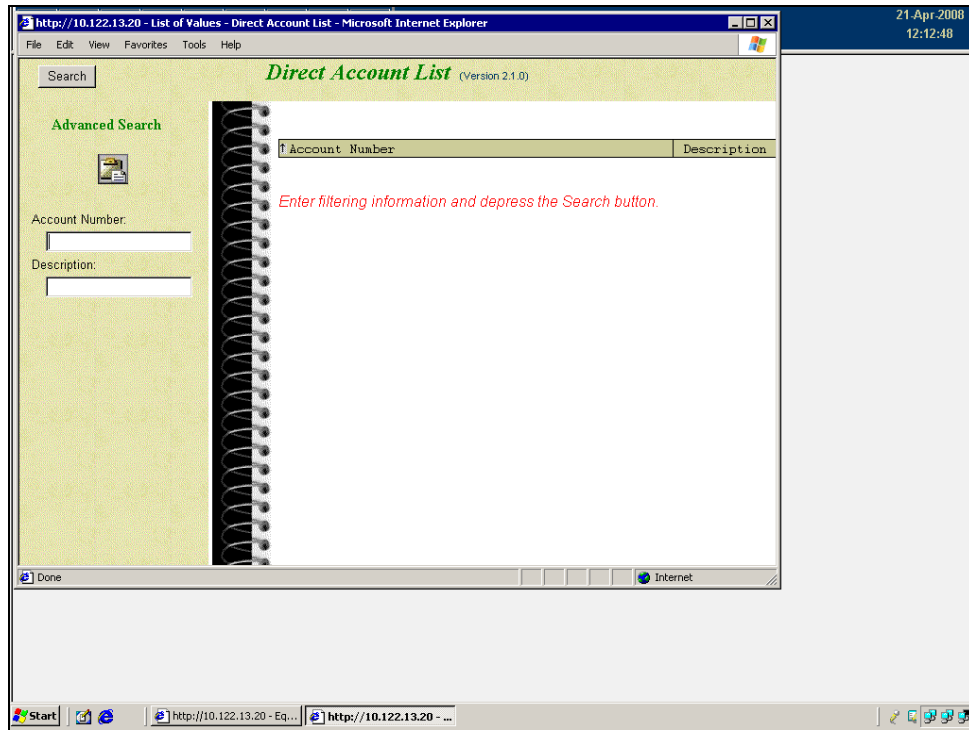


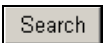
Step	Action
11.	Double-click in the Number field. EQTD15

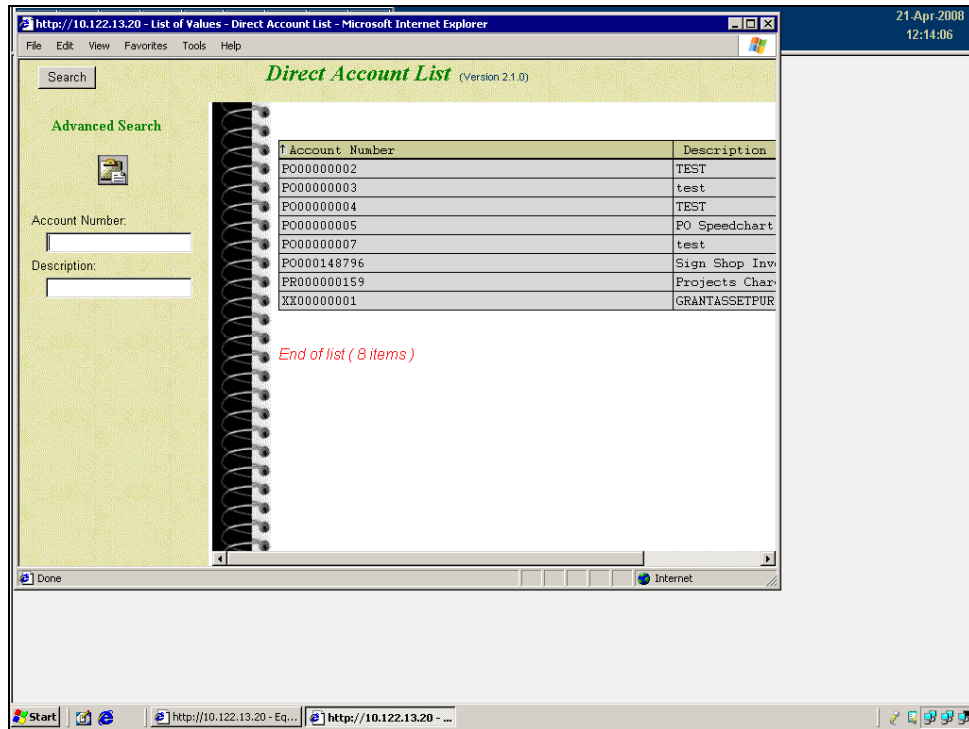


Step	Action
12.	The Meter Date and Meter Reading fields default in from the Unit Main frame. These values are the most current readings for this unit.
13.	The Meter Type field also defaults in based on information from Unit Main frame. This field displays the primary meter type for this unit. The unit's maintenance class code determines this value.
14.	Click in the Effective Date field to enter the date of usage. <input type="text"/>
15.	Click the Calendar button. 
16.	Click the 18 date/time field. <input type="text" value="18"/>
17.	Click the OK button. <input type="button" value="OK"/>
18.	Press [Tab] .
19.	The Meter Start field populates based on the most current meter entry from the Unit Main frame.

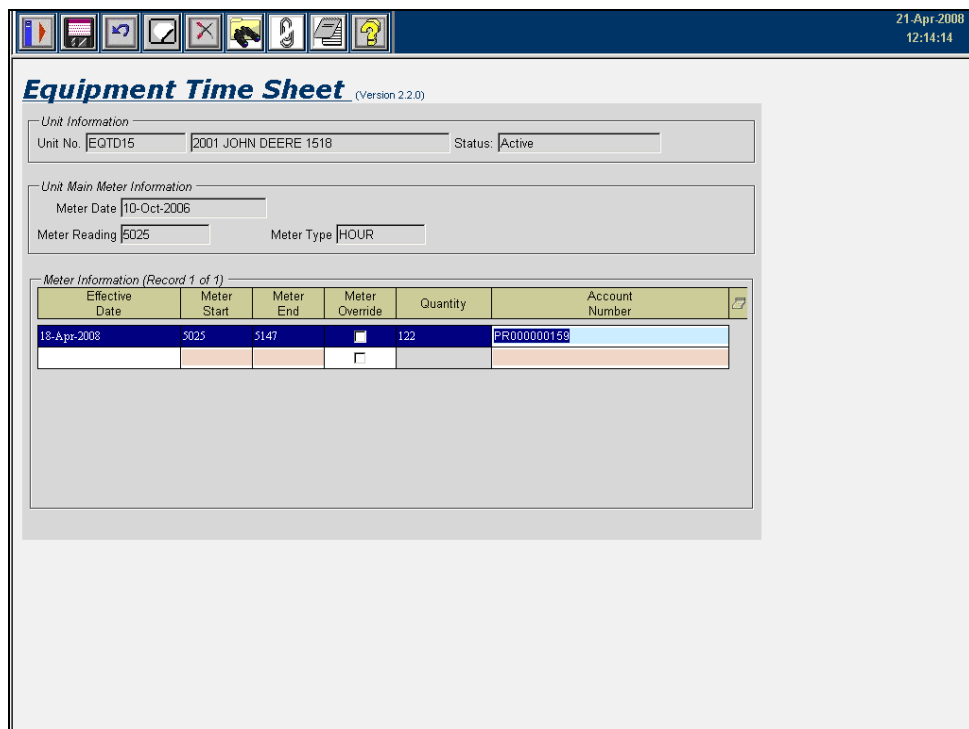
Step	Action
20.	Press [Tab] .
21.	Enter the desired information into the field. Enter " 5147 ".
22.	The Meter End field defines the ending meter reading at the completion of the unit's usage for the defined period (e.g., day, week, month).
23.	Press [Tab] .
24.	<p>Meter usage ranges are defined by the individual unit MCC. If the difference in the Meter Start and End amounts are out of this predefined range, you will receive an error message that states this.</p> <p>If you have the user privilege, you may override the meter if the miles are out of this range, otherwise you will need to re-enter the meters.</p>
25.	The M5 system calculates the difference in the Meter Start and Meter End entries and enters the total mileage in the Quantity field.
26.	Press [Tab] .
27.	The final step of entering usage on the time sheet is selecting the proper Direct Account , or Speedchart, to which this unit's usage will be charged.
28.	<p>Double-click in the Account Number field to view the list of values for direct accounts.</p> 



Step	Action
29.	Click the Search button. 



Step	Action
30.	Double-click in the Account Number field. PR000000159




Equipment Time Sheet (Version 2.2.0)

Unit Information
Unit No. EQTD15 Unit Name 2001 JOHN DEERE 1518 Status: Active

Unit Main Meter Information
Meter Date 10-Oct-2006
Meter Reading 5025 Meter Type HOUR

Meter Information (Record 1 of 1)

Effective Date	Meter Start	Meter End	Meter Override	Quantity	Account Number
18-Apr-2008	5025	5147	<input type="checkbox"/>	122	PR000000150

Step	Action
31.	To insert additional rows for this unit, double-click in the Effective Date field and repeat the process.
32.	Click the Save button. 
33.	Congratulations! You now know how to enter data into the equipment time sheet. End of Procedure.